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ABSTRACT

The Washington Award for Vocational Excellence (WAVE) was established by the Washington State Legislature in March 1984 to be administered by the Commission for Vocational Education. The award is to be given to a graduating vocational high school student and is to be based on such criteria as character, attitude, attendance, leadership, civic activities, and proficiency in the student's chosen field. Nominations for the award are to be submitted by the vocational instructor to a school-level WAVE coordinator whose job it is both to administer and promote the program at the school level and to serve as a liaison with the State WAVE selection committee. Composed of representatives of the business, labor, vocational education, vocational administrator, community college, and school board sectors, the State committee then selects up to three WAVE recipients for each legislative district from among the nominations. The WAVE Program Guidelines outline such aspects of the WAVE program as program administration and operation, student eligibility requirements, school- and state-level nomination procedures, notification of WAVE winners, and sample nomination and transmittal forms. (MN)

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WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE

Annual Report

January 1985

On March 8, 1984, both the House and the Senate adopted the report of the Free Conference Committee on Substitute House Bill No. 1613 and, by unanimous vote in both Houses, established the Washington Award for Vocational Excellence (WAVE), to be administered by the Commission for Vocational Education.

The purpose of the WAVE is to recognize outstanding achievement by graduates of high school, community college, and vocational-technical institute occupational training programs. The legislation required a report to the Governor and the Legislature by January 15, 1985, which includes " . . . a description of the program, a copy of any rules implementing the program, a list of the participants, and the commission's recommendations for any additional statutory changes needed to improve the program."

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Description of the Program

The program begins at the school level. Each school having an approved vocational program may nominate a minimum of one or a maximum of one percent of its graduating vocational students. Nomination forms and program guidelines are provided by the Commission for Vocational Education to the district vocational director. A WAVE Coordinator for each school is selected by the director to promote the program to teachers and students. Nominations for the WAVE may come from any source, but must include a nomination sheet completed by the student's vocational instructor. Criteria for nomination and judging include character, attitude, attendance, leadership, civic activities, and proficiency in the student's chosen field.

Nominations must be submitted to the school's WAVE Coordinator by March 31 of the program year. The school's candidates are selected according to the criteria listed above, most often by the school's local vocational advisory committee. Nominations of the school's candidates must be forwarded to the Commission for Vocational Education by April 15. A State WAVE Selection Committee, composed of representatives of business, labor, vocational educators, vocational students, school board members and community college trustees, and school administrators, then selects from the nominations up to three WAVE recipients for each legislative district.

Once the winners have been selected, the focus of activity returns to the local level. A WAVE Chairperson and Committee have been/will be identified and appointed within each legislative district; it is the responsibility of this committee to organize the local recognition event at which the Awards will be presented. Maximum participation is encouraged from community, business, and labor groups. The Commission for Vocational Education will notify school WAVE Coordinators, District Chairpersons, and the Governor when WAVE winners have been selected. Notification to winners and district legislators will be made by the District WAVE Committee.

Recipients of the WAVE receive a one-year tuition and fee waiver to the four-year institution, community college, or vocational-technical institute of their choice.

The Commission will provide the names of WAVE recipients to the state's vocational-technical institutes, community colleges, and public four-year institutions for tuition and fee waiver eligibility verification purposes.

List of Participants

Substitute House Bill 1613 directed that the Commission " . . . develop the program in consultation with other state agencies and private organizations having interest and responsibility in vocational education, including but

not limited to: The state board for community college education, the office of the superintendent of public instruction, a voluntary professional association of vocational educators, and representatives from business, labor, and industry."

Consistent with this requirement, the Commission established a State WAVE Planning Committee to assist in implementing the program. Organizations represented on the Planning Committee are:

Washington Association of Secondary School Principals
Trustees Association of Community Colleges
Washington Vocational Association
Washington State Advisory Council on Vocational Education
Association of Washington Business
Washington State Labor Council
Washington State School Directors' Association
Office of the Superintendent of Public Instruction
State Board for Community College Education
Council of Vocational-Technical Institutes
Community College Vocational Directors' Council
Washington Association of Vocational Administrators
Commission for Vocational Education

While the basic work of the Planning Committee is completed, it is anticipated that the Committee will continue in order to provide guidance in improving the program, to promote the program among their respective statewide organizations, and to participate in selection of WAVE winners.

Rules and Regulations

After several meetings and a great deal of discussion, it was the recommendation of the State WAVE Planning Committee that implementing regulations not be immediately established in the Washington Administrative Code. There were many options to be considered and decisions to be made about how the program might operate most effectively. The Committee wished to retain flexibility to make adjustments for program improvement based on the first year's actual experience.

Recommendations for Statutory Changes

First program year activities will culminate with presentation of the WAVE awards in the Spring of 1985. Until a full cycle has been completed and the results evaluated, the Commission has no recommendations for statutory change.

Attachments

(1) WAVE Brochure

(2) WAVE Program Guidelines

WAVE

Washington Award for Vocational Excellence

Program Guidelines

Washington State Commission for Vocational Education

Washington State Commission for Vocational Education

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WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE

Program Guidelines

December 1984

Commission for Vocational Education
Building 17, Airdustrial Park
Olympia, WA 98504
(206) 753-5662
SCAN 234-5662

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE

Table of Contents

	Page
Background and Purpose	1
WAVE Administration	1
State WAVE Planning Committee	2
Program Operation — Flow Chart	2
Student Eligibility Requirements	3
Number of School Candidates	3
Nomination Procedures	3
At the School . . .	
School WAVE Coordinator	5
Selecting the School's WAVE Candidates	5
State WAVE Selection Committee	5
Notification of WAVE Winners	5
District WAVE Committee	6
Sample Nomination Form	7
Transmittal Form	11

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE

Background and Purpose

In 1984 the Washington State Legislature established the Washington Award for Vocational Excellence to recognize students who excell in vocational technical education.

Chapter 267, Laws of 1984, sets forth the purposes of WAVE as follows:

(1) Maximize public awareness of the achievements, leadership ability, and community contributions of the state's public vocational-technical students;

(2) Emphasize the dignity of work in our society;

(3) Instill respect for those who become skilled in crafts and technology;

(4) Recognize the value of vocational education and its contribution to the economy of this state; and

(5) Foster business, labor, and community involvement in vocational-technical training programs and in this award program.

The WAVE may be awarded to up to three vocational technical students in each legislative district and carries with it a one-year tuition and fee waiver to any of the state's vocational-technical institutes, community colleges, or public four-year institutions. The waiver may be utilized at any time within three years of receiving the award. WAVE winners are selected on the basis of proficiency in the student's chosen field, attendance, attitude, character, leadership, and civic contributions.

The Commission for Vocational Education is responsible for administration of the award program. Responsibility for planning and implementation is shared with the State WAVE Planning Committee and, if the program is to be truly successful, all vocational educators throughout the state.

WAVE Administration

Administration of the WAVE program is carried out by the Washington State Commission for Vocational Education (CVE).

Responsibilities of the CVE include:

(1) Work with the State WAVE Planning Committee on program planning and implementation;

(2) Identify a WAVE Chairperson for each legislative district and committee members where possible;

(3) Develop and distribute promotional materials;

(4) Inform school personnel of the WAVE program and related activities;

(5) Develop and disseminate WAVE Program Manual and all official forms to schools;

(6) Appoint and coordinate activities of WAVE Selection Committee to choose three winners per legislative district.

(7) Provide certificates for presentation to WAVE winners.

(8) Make appropriate notifications to and of winners.

The Commission for Vocational Education will provide all possible assistance throughout the process.

State WAVE Planning Committee

Policy decisions for the WAVE program are made by a State WAVE Planning Committee composed of representatives from:

- Washington Association of Secondary School Principals
- Trustees Association of Community Colleges
- Washington Vocational Association
- Washington State Advisory Council on Vocational Education
- Association of Washington Business
- Washington State Labor Council
- Washington State School Directors' Association
- Office of the Superintendent of Public Instruction
- State Board for Community College Education
- Council of Vocational-Technical Institutes
- Community College Vocational Directors' Council
- Washington Association of Vocational Administrators
- Commission for Vocational Education

Activities of State WAVE Planning Committee

(1) Assist in WAVE program design and implementation;

(2) Develop criteria and process for screening and selecting students who will receive the award; criteria shall include but not be limited to proficiency in the student's chosen field, attendance, attitude, character, leadership, and civic contributions;

(3) Encourage participation on District WAVE Committees;

(4) Promote the program among the education, business, and labor communities.

WAVE PROCESS/TIMELINES

Step 1	Step 2	Step 3	Step 4	Step 5
Nominations	School WAVE Coordinator	School Selection Process	CVE/State WAVE Selection Committee	Legislative District WAVE Committee
Any number by instructor or other interested persons — to WAVE Coordinator by March 31.	Receives nominations and screens for eligibility.	Forward names of schools' candidates to CVE by April 15.	Select up to 3 WAVE winners per legislative district by May 1. Notifiy school coordinator, District WAVE Committee, Governor.	Arrange local recognition event in May.

Student Eligibility Requirements

A student is eligible for nomination who, by June 15 of the award year, will:

(a) Complete a program at a vocational-technical institute;

(b) Complete or graduate from a vocational program at a community college; or

(c) Graduate from high school, having completed a minimum of 360 hours in a single vocational program.

A student may receive the award only once. Nominees must meet all WAVE eligibility requirements at their respective schools. (It is understood that plans change, and a student may not graduate or complete a program as anticipated at time of nomination. Nominations will be accepted in good faith, and will be withdrawn should the student become ineligible prior to judging.)

Number of School Candidates

Each school having an approved vocational program may nominate a minimum of one student and a maximum of one percent of its graduating/completing vocational students, using the following table:

No. of Graduating/Completing Vocational Students	No. of Nominations
149 and below	1
150 to 249	2
250 to 349	3
350 to 449	4

(Calculations continue on same basis.)

Nomination Procedures

Nominations may be initiated from any source, but must be accompanied by the instructor evaluation form. A letter of nomination is required in addition to the nomination form if the originator is not the student's instructor.

There is no limit on the number of nominations an instructor or any other interested person can make. Nomination forms must be submitted to the school's WAVE Coordinator prior to March 31.

Nomination Forms

In order that each WAVE nominee has an equal chance of winning, it is essential that each school follow **similar procedures** and use the same nomination form to insure qualification of a school's WAVE candidates.

Only nominations made on the official nomination form will be accepted. To insure consideration of the school's candidates, the instructor must provide all the information requested on the form, with the exception of the school certification section.

Instructor Evaluation

The instructor evaluates the student's personal traits and occupational competence on a rate scale of one to five. Instructors should make every effort to be objective and realistic in their evaluations. The following definitions of student evaluation criteria will be included as a part of the nomination form so that everyone concerned may have a clear understanding of what is meant by each category.

Character — Character refers to honesty, morality, trustworthiness, dependability, etc.

Attitude — There should be a positive attitude toward school, other students, instructional staff, administration, career and work. The student should take his or her training seriously. There should be sincerity of purpose and respect for school and staff.

Attendance — School attendance should be the student's priority. He or she should be at school during scheduled hours unless sick. (This factor is an indication of the student's consistency.)

Leadership — The student should show initiative in the classroom and other school activities. He or she should be a person who does more than what is expected, who goes the extra mile on an assignment or a project. The student should also be highly regarded by other students and a good influence on fellow classmates.

Civic Activities — Civic activities refer to those not required in school. They relate to school, occupational or community involvement designed to improve or promote.

Proficiency Level — This category refers to the degree of competence in the occupation, which relates to the degree of mastery of the occupation. It includes both the level of work performed and the speed and accuracy with which it is performed.

Mastery Rate — This category refers to the rate at which the student gains occupational proficiency — to whether the student is a fast learner. It refers to how rapidly the student achieves relative to the average learner. Consideration should be given and noted for a student who is outstanding, but is unable to achieve proficiency as quickly as the "average" learner due to some handicapping condition.

In the section of the form labelled "Other Qualifications," the instructor may list reasons that the student should be selected as a WAVE winner. **One** additional sheet can be used for this purpose also.

After completing the nomination form, the instructor must sign it to ensure consideration of the school's WAVE candidates.

AT THE SCHOOL . . .

The key to the success of the WAVE program at the school is the school WAVE Coordinator. The vocational administrator may choose to fill this role, or may select another individual to coordinate the school nomination process. The WAVE Coordinator is the prime mover and organizer of all activities conducted by the school.

School WAVE Coordinator Activities

(1) Learn program structure, guidelines and procedures. The Coordinator should become familiar with every aspect of the WAVE program. This step is essential, since the Coordinator is the school's source of information and an overall understanding of the program is necessary to initiate planning efforts.

(2) Encourage participation of total vocational education staff and vocational advisory committees.

Continuous promotion is essential to the success of the WAVE program. A plan should be developed to promote the program among school staff and the community. Student orientation, staff meetings and school publications should be used. A special staff meeting would be helpful to insure that all vocational personnel understand deadlines, nomination procedures, and the selection process.

The odds of a school's contestants winning the WAVE are improved with the number of nominations. Every means available (staff meetings, personal contact, written communications) should be used to encourage nominations.

WAVE Coordinators should communicate that they are ready and willing to assist in any way possible should there be any question or problems in completing the forms.

(3) Receive and screen nominations. Verify that all aspects of the nomination are in order, that the form is properly completed, and that the student meets eligibility criteria.

(4) Arrange for selection of school WAVE candidate(s).

(5) For information purposes, notify chief school administrator and district president or superintendent of school's candidate(s).

(6) Transmit name(s) of school candidate(s) and required materials to the Commission for Vocational Education by April 15.

Selecting the School's WAVE Candidates

The school's general local vocational advisory council is suggested as an appropriate entity to select the school's candidate(s) for the WAVE. The vocational administrator may, however, establish a different selection procedure in consultation with the chief school administrator. The chief school administrator and the district superintendent should be notified when the school's WAVE candidate(s) has been selected. This process must be completed and nominations of school's candidate(s) forwarded to CVE by April 15 with the official transmittal form.

State WAVE Selection Committee

The State WAVE Selection Committee, appointed by the Commission for Vocational Education, will include representatives of business, labor, vocational educators, vocational students, school board members and community college trustees, and school administrators, with equitable representation of minorities and women.

The Selection Committee will review all nominations and select up to three WAVE winners per legislative district by May 1. Students will compete for the award in the legislative district in which the **student resides.**

Notification of WAVE Winners

The Commission for Vocational Education will notify school WAVE Coordinators, District WAVE Chairpersons, and the Governor when WAVE winners have been selected. Certificates for WAVE winners will be forwarded to the District Chairperson for presentation at local recognition ceremonies. Notification to winners and district legislators will be made by the District WAVE Chairperson.

Legislative District WAVE Committee

The first "purpose" listed in the legislation establishing the Washington Award for Vocational Excellence is to "maximize public awareness of the achievements, leadership ability, and community contributions of the state's public vocational-technical students." Achievement of this goal is dependent upon the District WAVE Committee.

The District WAVE Chairperson will be appointed in each legislative district by the Commission for Vocational Education in consultation with the State WAVE Planning Committee. This individual may be a vocational educator, an advisory committee or board member, a local business/chamber of commerce or labor organization representative, or any other interested citizen. The only requirements for the "job" are commitment to the value of vocational education and excitement about the opportunities presented by the WAVE program to increase public awareness of the contributions of vocational education. Names of individuals interested in serving on the Committee will be provided, and the Chairperson is encouraged to recruit additional Committee members as needed or deemed desirable.

The scope of the local recognition event is limited only by the imagination of the District WAVE Committee members and their ability to involve all these segments of the community who are or **ought to be** interested in the success of vocational education and vocational students.

Responsibilities of District WAVE Committee

1. Release local WAVE publicity, in cooperation with the Commission for Vocational Education.
2. Arrange for local recognition event and announcement of WAVE winners.
3. Notify district legislators of local WAVE winners (and encourage their participation in recognition event).

Planning for the district recognition event must begin long before district WAVE winners are selected. In urban areas where legislative district geographic boundaries are relatively small and school and community college district boundaries overlap, joint recognition events are encouraged. Organizations represented on the State WAVE Planning Committee will offer assistance to District Chairpersons in identifying local organizations/individuals to assist in organizing the district recognition event.

Winners will be chosen by the State WAVE Selection Committee by May 1.

The Commission for Vocational Education will immediately notify District Chairpersons, school WAVE coordinators, and the Governor. Winners will be notified and names released/announced locally by the District WAVE Committee in connection with the recognition event. Certificates will be provided to the District Chairperson by the Commission for Vocational Education for presentation to the WAVE winners.

WAVE NOMINATION FORM

To be Submitted to WAVE Coordinator by March 31

Student Name _____

Address _____ ZIP Code _____

Legislative District _____

Vocational Program _____

Graduation/Completion Date (must be by June 15 of award year) _____

School _____

Address _____ ZIP Code _____

Legislative District _____

Instructor Evaluation* _____

Personal Traits	1	2	3	4	5 (high)
Character	___	___	___	___	___
Attitude	___	___	___	___	___
Attendance	___	___	___	___	___
Leadership	___	___	___	___	___
Civic Activities	___	___	___	___	___

Occupational Competence _____

Mastery Rate	___	___	___	___	___
Proficiency Level	___	___	___	___	___

Total Score: _____

* See attached definitions.

NOTE: Typewritten letter of nomination must be attached if nominator is other than student's vocational instructor (limited to one page).

Leadership Activities:

_____

_____

_____

Civic Activities:

_____

_____

_____

Other Qualifications (one additional page may be used for this purpose):

_____

_____

_____

Instructor Verification:

I hereby submit the above named student as a candidate for the WAVE and certify that by June 15 of the award year, the student will:

a) If high school nominee:

Graduate and have completed a minimum of 360 hours in the above listed vocational program;

b) If vocational-technical institute or community college nominee:

Graduate from or complete the above listed vocational program.

Instructor _____ Date _____

Signature

School Certification:
(To be completed by administrative office.

I certify that the above student meets all eligibility requirements of the WAVE Program.

_____ _____ _____

Name Title Date

_____

Date Received

_____

WAVE Coordinator

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE

(To be completed by student nominee — typed or printed)

In about 300 words of your own, explain what vocational education has meant to you. You may do this in the form of a letter, report or narrative account, but the preparation must be your own.

_____

(signed)

Instructor Evaluation

The instructor evaluates the student's personal traits and occupational competence on a rate scale of one to five. Instructors should make every effort to be objective and realistic in their evaluations. The following definitions should be used for characteristics evaluated to ensure consistency of nominations.

Character — Character refers to honesty, morality, trustworthiness, dependability, etc.

Attitude — There should be a positive attitude toward school, other students, instructional staff, administration, career and work. The student should take his or her training seriously. There should be sincerity of purpose and respect for school and staff.

Attendance — School attendance should be the student's priority. He or she should be at school during scheduled hours unless sick. (This factor is an indication of the student's consistency.)

Leadership — The student should show initiative in the classroom and other school activities. He or she should be a person who does more than what is expected, who goes the extra mile on an assignment or a project. The student should also be highly regarded by other students and a good influence on fellow classmates.

Civic Activities — Civic activities refer to those not required in school. They relate to school, occupational or community involvement designed to improve or promote.

Proficiency Level — This category refers to the degree of competency in the occupation, which relates to the degree of mastery of the occupation. It includes both the level of work performed and the speed and accuracy with which it is performed.

Mastery Rate — This category refers to the rate at which the student gains occupational proficiency — to whether the student is a fast learner. It refers to how rapidly the student achieves relative to the average learner. Consideration should be given and noted for a student who is outstanding, but is unable to achieve proficiency as quickly as the "average" learner due to some handicapping condition.

In the section of the form labelled "Other Qualifications," the instructor may list reasons that the student should be selected as a WAVE winner. **One** additional sheet may be used for this purpose also.

After completing the nomination form, the instructor must sign it to ensure consideration of the school's WAVE candidates.

TRANSMITTAL FORM

TO: Commission for Vocational Education
(Building 17, Airdustrial Park, Olympia, WA 98504)

FROM: _____, WAVE Coordinator
(name)

Name of School: _____

Address: _____

_____

School District: _____

No. of students completing/graduating from vocational program during WAVE award year (June 16 – June 15): _____

School WAVE Candidates (minimum of one, maximum of one percent of graduates/completers):

_____

_____

_____

_____

ATTACH COMPLETE NOMINATION FORMS FOR EACH OF THE SCHOOL CANDIDATES.

The State WAVE Planning Committee is composed of representatives from:

Washington Association of Secondary School Principals
Trustees Association of Community Colleges
Washington Vocational Association
Washington State Advisory Council on Vocational Education
Association of Washington Business
Washington State School Directors' Association
Office of the Superintendent of Public Instruction
State Board for Community College Education
Council of Vocational-Technical Institutes
Community College Vocational Directors' Council
Washington Association of Vocational Administrators
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WAVE

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